

Social Networking Policy

EYFS: 3.4

Social media is becoming a large part of the world we live in and as such at Little People we need to make sure we protect our children by having procedures in place for safe use.

We use *Facebook / *Twitter / *Instagram to share pictures of the activities the children have accessed at nursery. In order to safeguard children we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent / carer
- Not allow others to post on our Facebook page, i.e. only management can post on the page.
- Monitor comments on all posts and address any concerns immediately.
- Facebook admins have training on safe practise with sharing events, i.e. sharing historic events, not planned outings, and checking authorisation of photos with parents

Staff use of social media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

- When using social networking sites such as Facebook or Instagram staff must:
 - Not name the setting they work at
 - Not post pictures in work uniform on personal accounts.
 - If a parent ask questions or makes any comments relating to work via social networking sites, then staff should report any concerning comments or questions from parents to the manager/safeguarding lead
 - Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
 - Follow the staff behaviour policy
 - Not post anything that could be construed to have any negative impact on the nursery's reputation or relate to the nursery, its staff team or any children attending the nursery in any way
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Staff should be aware that all electronic communications between parents and colleagues should be professional and take place via the official nursery communication channels, e.g. work emails and phone numbers where possible. This is to protect staff, children and parents.

Parents and visitors' use of social networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any other child on social media

sites such as Facebook, Instagram and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

- We share pictures of children securely on their online journal and ask that parents do not screen shot or share images that contain other children on their personal accounts.
- Parents are requested to refrain from contacting staff on social media. If a query is urgent the nursery Facebook page endeavours to have 'out of hours' response.
- On special occasions, i.e Graduation, Christmas performance we ask that parents respect the Managers directions with regards to photography
- Parents are requested to give consent at application. If anything changes this should be in writing or by email

We ask parents **not to**:

- Screen shot or share any posts or pictures from their child's Tapestry account on social media platforms (these may contain other children in the pictures)

We ask parents to:

Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy).

This policy was adopted on	Signed on behalf of the nursery	Date for review